

General Instruction Kit for Form-filing in Physical mode

IMPORTANT INSTRUCTIONS

The Ministry has already notified the forms, compatible with e-filing which have been made operational with effect from 28th February, 2006. As such, all filings have to be in these forms notwithstanding the operations of ROC office having gone live or not. The professionals/ company representatives are required to file documents in these forms under manual signatures of authorized persons till an ROC office goes live. The e-filing is possible only with use of digital signatures. Keeping in view that it may take some time for the authorized representatives/professionals to obtain digital signatures and in order to avoid inconvenience to the stakeholders, the Ministry has decided to accept filings these forms filled in physical manner and signed physically till 30th June, 2006 as a special measure. However, the moment an ROC office goes live, the e-filing operations would commence and the form would be digitally signed by a representative of the Ministry during the intervening period. Accordingly, the authorized representatives/professionals are required to bring a soft copy for e-filing along with the form filled and signed in physically (i.e. by hand) form so as to facilitate an immediate filing. However, based on experience so far, it is learnt that authorized representatives/ professionals are finding it a problem to fill these forms in physical manner. So an instruction kit has been prepared to assist in filling of the newly notified forms.

Buttons/ Fields	Particulars
Fee details	<ol style="list-style-type: none"> 1. Mention the authorised capital in Rupees on top of the first page of the form. 2. Also mention the mode and particulars of fee payment, if the fee has already been paid before filing the form. 3. Attach the documentary evidence of payment of fee, if applicable.
Global location number (GLN) of the company	There is no significance of the "GLN" Field as it is optional at this stage. Please ignore this field.
Check Box <input data-bbox="300 555 371 607" type="checkbox"/>	Tick one or more option, as applicable, wherever this box appears in the form. "√"
Radio Button <input checked="" data-bbox="320 667 371 719" type="radio"/>	Tick only one option, as applicable, wherever this button appears in the form. "√"
Greyed out fields <input data-bbox="252 779 443 831" type="text"/>	Greyed out fields are required to be entered by the user, if applicable.
All the fields	If the space within the field is not sufficient to provide all the information, user can provide the additional details as an annexure (Mention the Annexure to be referred in the field)
Address of the registered office of the company	User is required to mention the full address in the greyed out space provided. Address should also include the city, state and pin code. Do not abbreviate and ensure that full and correct address is provided.
Service Request Number	There is no significance of this field at this stage it is applicable to e-filing. Ignore this field
Form 1A reference number or Name approval reference number	Enter the National Informatics Centre name approval number provided in the name approval letter
Pre Fill	There is no significance of the "Pre-Fill" button. Please ignore this button
Attach	Documents mentioned in the Attachments (which are applicable) are required to be enclosed with the form. Apart from the documents mentioned in the Form, the user can attach any other document. Refer the form specific instruction kit for any other attachments required with the form.
Remove attachment	There is no significance of the "Remove attachment" button. Please ignore this button.
Check Form	There is no significance of the "Check Form" button. Please ignore this button.
Modify	There is no significance of the "Modify" button. Please ignore this button.
Pre scrutiny	There is no significance of the "Pre scrutiny" button. Please ignore this button.
Submit	There is no significance of the "Submit" button. Please ignore this button.
Digital Signature	There is no significance of the "Digital Signature" button. Please ignore this button. The authorised signatory as mentioned in the form is required to manually sign the form. The signature can extend beyond the space provided in the box.
Certification	The person authorised to certify as mentioned in the form is required to manually certify the form and also provide the membership number of the institute of which the signatory is a member. The signature can extend beyond the space provided in the box.

Additional Instructions for manual filing of the forms (Also refer the Instruction Kits available at www.mca.gov.in)

Form 1 – Application and Declaration for Incorporation of a Company

1. Field 2(a)(i) – Category

Fill any one of the following as applicable:

- Company limited by guarantee
- Company limited by shares
- Unlimited company

2. Field 2(a)(ii) – Sub-category

Fill any one of the following as applicable:

- Union Government Company
- State Government Company
- Indian Non-Government Company
- Subsidiary of Foreign Company
- Company licensed under section 25
- Guarantee and association Company
- Others

Form 1A – Application Form for Availability or Change of Name

In case the application is for incorporating a new company, field numbers 1 to 14 are applicable. In case the application is for changing the name of an existing company, field numbers 1, 7, 8, 10, 14, 15, 16 and 17 are applicable.

Form 1AD – Application for confirmation by Regional Director for change of registered office of the company within the state from the jurisdiction of one Registrar to the jurisdiction of another Registrar

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the latest balance sheet and profit and loss account of the company
- Certified copy of the latest Memorandum and Articles of Association
- List of details of directors
- Evidence of filing of the copy of the application with both the concerned RoCs

Form 1B – Application for approval of the Central Government for change of name or conversion of a public company into a private company

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the latest balance sheet and profit and loss account of the company
- Certified copy of the latest Memorandum and Articles of Association

Form 2 – Return of Allotment

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed, if applicable:

- In case the shares have been allotted for consideration other than cash, and the copy of the contract is not attached, attach filled in Form 3 on stamp paper.

Form 3 – Particulars of contract relating to shares allotted as fully or partly paid-up otherwise than in cash

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Filled-in Form 2

Form 4 – Statement of amount or rate percent of the commission payable in respect of shares or debentures and the number of shares or debentures for which persons have agreed for a commission to subscribe for absolutely or conditionally

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Extracts from Articles of Association
- Prospectus or statement in lieu of prospectus

Form 4C – Return in respect of buy back of securities

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Copy of form 23 evidencing filing of the special resolution authorising buy back of shares

Form 5 – Notice of consolidation, division, etc. or increase in share capital or increase in number of members

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the resolution passed at the general meeting
- Copy of form 23 where the resolution is a special resolution

Form 8 – Particulars for creation or modification of charges (other than those related to debentures)

- In case of creation of charge- Field numbers 4 to 14 are applicable
- In case of modification of charge- Field numbers 4 to 6, 10, 13 and 15 to 17 are applicable.
- In case of modification of charge in the field 15 “Charge ID”, enter the Annexure number referring to the attachment that provides the charge details being modified

Form 10 – Particulars for registration of charges for debentures

- In case of creation of charge- Field numbers 4 to 12 are applicable
- In case of modification of charge- Field numbers 4, 8b, 10 and 13 to 15 are applicable.
- In case of modification of charge in the field 13 “Charge ID”, enter the Annexure number referring to the attachment that provides the charge details being modified

Form 15 – Appointment or cessation of receiver or manager

- In the field “Charge ID”, enter the Annexure number referring to the attachment that provides the charge details against which the appointment is made
- Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:
- Certified true copy of instrument dealing with appointment

Form 17 – Particulars for satisfaction of charges

In the Field 3 “Charge identification number”, enter the Annexure number referring to the attachment that provides the charge details which is being satisfied

Form 21 – Notice of the court or the company law board order

- Field 6a- Enter the section number under which order is passed.
- Field 6b- Ignore this field

Form 23AAA – Application to Central Government for modification in the matters to be stated in the company's balance

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the Memorandum and Articles of Association
- Certified true copy of the balance sheet and profit and loss account

Form 23AAB – Application for exemption from attaching the annual accounts of the subsidiary companies

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the Memorandum and Articles of Association
- Certified true copy of the balance sheet and profit and loss account of the applicant company and its subsidiary

Form 24 – Form of application to the Central Government for increase in the number of directors of the company

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the resolution of the general meeting

Form 24A – Form for filing application to Central Government (Regional Director)

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed wherever applicable:

- Certified true copy of the audited balance sheet and profit and loss account of the company for the last three financial years
- In case the application is filed for rectification of name of the company, the following attachment are also required to be enclosed:
 - A certified true copy of the certificate of incorporation

Form 24AB – Form for filing application for giving loan, providing security or guarantee in connection with a loan

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the Memorandum and Articles of Association
- Certified true copy of the balance sheet and profit and loss account of the company

Form 24B – Form of application to the Central Government for obtaining prior consent for holding of any office or place of profit in the company by certain persons

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of annual accounts together with directors' and auditors' report for the last three financial years
- Certified true copy of the special resolution passed in the general meeting together with its explanatory statement

Form 25A – Form of application to the Central Government for approval of appointment or reappointment and remuneration or increase in remuneration or waiver for excess or over payment to managing or whole-time director(s) or manager and commission or remuneration or expression of opinion to directors

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the Memorandum and Articles of Association
- Certified true copies of the annual accounts together with directors' and auditors' report for the last five financial years
- Certified true copy of the resolution of the board or shareholders' resolution
- Details of management structure of the company

Form 25B – Form of application to the Central Government for approval to amendment of provisions relating to managing, whole-time or non-rotational directors

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the Memorandum and Articles of Association in which the amendments are to be made

Form 35A – Information to be furnished in relation to any offer of a scheme or contract involving the transfer of shares or any class of shares in the transferor company to the transferee company

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the annual report of the company and the other company for last three years

Form 36 – Receiver's or manager's abstract of receipt and payments

In the Field 4 “Charge identification number” enter the Annexure number referring to the attachment that provides the charge details for which the extracts of receipts and payment is being submitted

Form 37 – Application by an existing joint stock company or by an existing company (not being a joint stock company) for registration as a public limited or private limited or an unlimited company

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Form 39 and its attachments

Form 39 – Registration of an existing company as a limited company

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- A list showing the names, addresses and occupation of the directors and the manager

Form 61 – Form for filing an application with Registrar of Companies

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed where applicable:

- Certified true copy of the memorandum and articles of association
- Certified true copy of the balance sheet and profit and loss account of the company

Form 63 – Form for filing application for declaration as Nidhi Company

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Certified true copy of the memorandum and articles of association

Form 64 – Form for filing application for opening branch(s) by a Nidhi Company

Attachments – In addition to the attachments mentioned in the form; the following should also be enclosed:

- Details of management structure of the company